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ABSTRACT

This handbook serves as functional training materials for school counselors. The material is organized as a process-oriented opportunity for counselors to learn by application. Activities are provided to allow the reader to practice school counseling program management in the relatively safe learning environment of the college classroom or a school counseling team planning session. Students can play the roles of counselor, student, parent, or administrator. Practicing counselors can use this handbook to involve individuals in the change process. It is based on a logical developmental approach. When they have completed this handbook, they will be prepared to organize and reorganize school counseling programs on a developmental, comprehensive basis. Chapter One is devoted to creating framework for programs. Chapter Two discusses the importance of working as a team in the comprehensive developmental school counseling model. Chapter Three helps the team conceptualize the process through use of a systems approach know as flowcharting. Chapter Four provides examples of program model. Chapter Five provides activities of the model. Chapter Six gives examples of instructional formats, lesson plans, and a list of curriculum resources. Chapter Seven discusses how to present a staff development workshop. Chapter Eight discusses how to gather support for the policies and procedures needed for the program. Chapter Nine provides a new perspective on public relations and considers Internet resources on this topic. Chapter Ten includes a conceptual framework for counselor support. Chapter Eleven discusses professional development and standards, and the work habits of effective people. Chapter Twelve contains information on conducting program evaluations. Chapter Thirteen discusses humanizing technology. Chapter Fourteen provides an example of a presentation to the school board about the comprehensive, developmental school counseling program. (Contains 36 figures, 104 references, and 5 appendixes.) (Author/JDM)

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